

TENDER No. UCSL/CC/T/GEN/212 Dt- 15th NOV 2023

TENDER FOR SECURITY SERVICE (WITHOUT ARMS)



UDUPI COCHIN SHIPYARD LIMITED
MALPE, UDUPI 576108





Udupi Cochin Shipyard Limited
Tender For Security Service (Without Arms)
UCSL/CC/T/GEN/212 Dt 15th Nov 2023

TENDER NOTICE

Tender No. & date	UCSL/CC/T/GEN/212 Dt. 15 th NOV 2023
Name of work	Tender for Security Service (Without Arms)
Pre-Bid Meeting	24 th NOV 2023 (Friday), 11:00 Hrs.
Last date & time of receipt of tender	28 th NOV 2023 (Tuesday), 15:00hrs
Date & time of opening of Technical Bid (Part-I)	28 th NOV 2023 (Tuesday), 15:00hrs
Tentative date & Time of opening of Price Bid (Part -II)	01 st DEC 2023 (Friday), 16:00hrs

1. Password protected quotations in the prescribed form is invited from bidders for the work specified above, subject to the terms and conditions as mentioned in the annexure to the tender enquiry so as to reach the undersigned by email or through postal mode, as mentioned on or before the date and time as stipulated.
2. Interested bidders should participate in the pre-bid meeting at UCSL Baputhotta office Malpe on above schedule date and the bidders attending pre-bids meeting will only be considered for submitting their bids.
3. The following shall be submitted along with the quote: -

PART- I: TECHNICAL BID

- a. **Tender document duly signed on all pages** - Including Terms & conditions, Other Terns & Condition and Scope of work placed at Annexure I, II & III.
- b. **The Techno commercial Check List** at Annexure VII to be filled up completely and duly signed.
- c. Duly filled form at Annexure - IV, VI & VIII.
- d. **Unpriced Price bid** (Price bid without price and marked as "QUOTED") to be submitted along with Part-I.

PART-II: PRICE BID

- a. The price bids shall be prepared based on the price bid format at Annexure V.

4. Mode of Submission of Quote:

- i. Bid shall be submitted as **Password Protected Zip File** in two parts.
Part I: Technical Bid - with all enclosures and annexures as mentioned in Para 2 above Part II: Price Bid.
- ii. The files are to be forwarded as **Two (2) separate password protected Zip files** to contractcell@udupicsl.com





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- iii. Part I and Part II are to be protected with separate and distinctly different passwords.
- iv. The Bids will be opened on online mode during which the bidder will be advised to share the password through SMS with which the technical bid will be opened.
- v. The price bids will be opened after technical evaluation and **only the technically qualified bidders will be invited for opening of price bids** which shall also be conducted on online mode as above.
- vi. The bidders can also attend the bid opening physically at Udupi Cochin Shipyard Limited, Baputhotta Ware house complex Office, Udupi, Karnataka.
- vii. The contractors can also submit the quotations in sealed covers (Two-Bid) - as separate sealed covers for Technical Bid and Price bid, both enclosed in a common sealed cover to reach the below mentioned address before the stipulated time.
5. The bidders shall ensure the receipt of bids at contractcell@udupicsl.com An acknowledgement mail shall be sent to the bidders on receipt of bids. UCSL takes no responsibility for delay, loss or non-receipt of tenders by mail by the stipulated time.
6. The tender should be addressed to the **Assistant General Manager (Materials & Contract Cell), Udupi Cochin Shipyard Limited, Malpe Harbor Complex, Malpe, Udupi-576 108, Karnataka, India.**
7. No deviations on the tender conditions will be accepted, and bids with deviations will be considered technically disqualified. The acceptance of a tender or part thereof will rest with the Assistant General Manager (Materials & Contract Cell), Udupi Cochin Shipyard Limited, tender and reserves the authority to reject the tender received without assigning any reason.
8. Contact Person: Mr. Sarun Babu E B, Ph. No: +91 8592048487.

Assistant General Manager (Materials & Contract Cell)

Encl:

- | | |
|------------------------------------|-----------------|
| 1. Terms & Conditions | - Annexure I |
| 2. Other Terns & Conditions | - Annexure II |
| 3. Scope of Work | - Annexure III |
| 4. Power of Attorney | - Annexure IV |
| 5. Price Bid Format | - Annexure V |
| 6. Undertaking by Agency | - Annexure VI |
| 7. Techno Commercial Check List | - Annexure VII |
| 8. Unconditional Acceptance Letter | - Annexure VIII |

सोणि क्लेमेन्ट टी एम
SONY CLEMENT T. M.
सहायक महाप्रबंधक/ASSISTANT GENERAL MANAGER
उडुपि कोचीन शिपयार्ड लिमिटेड
UDUPI COCHIN SHIPYARD LIMITED
मालपे, कर्नाटक/MALPE, KARNATAKA-576 108





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TERMS AND CONDITIONS

TENDER FOR SECURITY SERVICES (WITHOUT ARMS)

1. DESCRIPTION OF WORK

- 1.1. This tender enquiry pertains to the awarding of contract for providing Security services from the registered, professional security agencies having experience in providing security services in Central Government / State Government departments, Private or Public sector undertaking for providing security services.
- 1.2. The Security services is to be deployed at Udupi Cochin Shipyard Limited (UCSL) facility at Hangarkatte Yard, Malpe Yard, Baputhotta Warehouse in Udupi district Karnataka and Facility at Chengalpattu Tamil Nadu.
- 1.3. You are requested to obtain clarifications, if any, and carefully study the documents for the scope of Security services at UCSL, before submitting your offer.
- 1.4. The Agencies are advised to familiarize themselves with the site conditions before quoting.

2. SCOPE OF WORK OF CONTRACTOR

- 2.1. The scope of work under this tender involves: -
 - 2.1.1. The Security Agency will be responsible for overall security arrangements for UCSL at Various facilities mentioned in Annexure III.
 - 2.1.2. Security Agency will ensure that all instructions of the UCSL administration are strictly followed and there is no lapse of any kind.
 - 2.1.3. Deployment of Guards will be as per the instructions of the authorities of the UCSL from time to time and the security agency will be responsible for their optimum utilization.
 - 2.1.4. The Security guard will also take round of all the important and sensitive points of the premises as specified by the Competent Authority from UCSL.
 - 2.1.5. The Security Guards should also have knowledge and should be well versed with the operation and usage of Security Checking Equipment.
 - 2.1.6. All the Security Guards shall be imparted training in Security Checking, Frisking, Emergency Response, Basic Fire Fighting, and should be able to communicate fairly in Hindi, English and Kannada.
 - 2.1.7. The Guards shall also man one number of receptions at security office at Malpe, Baputhotta and at Hangarkatte for visitor / Agency pass management. The desktops, printers, software and necessary stationeries for the reception counter will be provided by UCSL.
 - 2.1.8. The Guards on duty will also secure the vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the UCSL premises.
 - 2.1.9. Bidder should provide uniformed and trained Security Personnel and use its best endeavors to operate security services to optimum efficiency.
 - 2.1.10. The Security Guards should be trained in basic firefighting and should be capable of extinguishing small fires with the help of fire extinguishers and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.





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- 2.1.11. In emergent situations, security staff/supervisor/Assistant Security Officer deployed shall also participate as per their role defined in the disaster plan. Security personnel should be sensitized for their role in such situations.
- 2.1.12. Minimum 50% of the staff deputed at the yard should be Ex-servicemen, 30% of the total manpower shall be within 75 Kms from the local area of deployment.
- 2.1.13. Minimum of 2 lady security guard is to be positioned during the day shift at Malpe & Baputhotta Unit. However, no lady security guards are to be positioned during the other two shifts unless otherwise instructed by UCSL, in special cases, if any.
- 2.1.14. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- 2.1.15. The vehicles that enter the premises must be identified, noted in the register and parked at designated places. Trolley mirror, wherever required shall be provided by UCSL for the inspection of four wheelers/other vehicles.
- 2.1.16. The visitor should be allowed inside the office building, only with proper passes to be issued by the reception personnel including entry in visitor's Register. The pass should be returned to the reception personnel with signature of the officer who has been visited and departure time of the visitor, should also be noted.
- 2.1.17. Office equipment, machinery & materials may be allowed to take out of the premises only with proper gate pass under the signature of competent authority.
- 2.1.18. The Security Guard deployed shall regulate incoming and outgoing materials so as to prevent any theft and also shall not allow any unauthorized movement of any goods from or into the yard.
- 2.1.19. Round the clock security of property will be ensured by the Agency by supplying agreed number of Security personnel, working in shifts at UCSL various facilities.
- 2.1.20. The Security Guards placed on the Shift duties shall be deputed in such a way that Security is provided "Round the Clock" for all days in a month including Holidays. The Security Agency shall adjust the Security personnel in such a way that they shall be given Weekly Off as per the extant Rules / Labour Laws.
- 2.1.21. Security Register for the Security Guard must be kept on the Guard's desk. The Guard is required to follow the procedures established by the Security Company with respect to recording his arrival and departure times, as well as the recording of occurrences affecting security.
- 2.1.22. **The guard in duty for all the 3 shifts should be capable of driving an emergency vehicle in case of emergency.**
- 2.1.23. The detailed other terms and conditions and scope of Services are enclosed as Annexure - II & III, which may be read together with the above.
- 2.1.24. The shift / duties furnished in Price bid is only indicative and for determining L1 agency and for discovering the rates of various categories. The actual number of security personnel that would have to be deputed will be informed to the Agency immediately after signing of agreement.





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3. METHOD OF AWARDING CONTRACT

- 3.1. Contract will be concluded with Bidder qualifying technically (including eligibility criteria), agreeing to Commercial conditions (Annexure VI) and emerging as L1.
- 3.2. UCSL also reserves the right to split the optional work orders to any number of bidders willing to match with L1 rate, if the performance of selected bidder is not satisfactory.
- 3.3. UCSL reserves the right to cancel the tender if required.

5. ELIGIBILITY CRITERIA

The document related to minimum eligibility criteria as given below should be submitted along with the technical bid (part-1). The minimum qualification criteria for participating in the tender will be as follows: -

- 5.1. The Security agency should be in possession of valid PSARA licence as per the provisions of Private Security Agencies (Regulation Act) 2005 and also should conform to all statutory and legal requirements required for an agency providing such service. - Documentary evidence to be submitted.
- 5.2. Security agency must have strong organisational / management structure to support its functioning. It must have considerable presence Pan India or at least in Karnataka/Tamil Nadu/Kerala - Contact Details, Address of the units / branches in Karnataka, Kerala and Tamil Nadu to be furnished.
- 5.3. The security agency must be value driven, training oriented and professional and must be capable of providing comprehensive security - A brief on the training programmes being conducted for the employees and Internal Security Audits and sample cases to be provided for review.
- 5.4. The bidder should have at-least 5 years of experience in last 5 consecutive years in providing security guard services with minimum of 25 Guards in similar Heavy Engineering Industry / Oil & Gas Industry / Shipyard in India.
- 5.5. Similar jobs in the above refers to the jobs that are undertaken in Central Government / State Government departments, Private or public sector undertaking for providing security services.
- 5.6. The average annual financial turn over should be at least Rs. 75 lakh during the last 3 consecutive financial year (Audited balance sheets showing turnover profit & loss account of the firm for the preceding 3 FYs should be submitted).
- 5.7. Bidder shall not be under a declaration of ineligibility issued by Govt. of India / State Govt. / Public Sector Undertakings etc.

4. PERIOD OF CONTRACT & COMMENCEMENT OF SECURITY SERVICES

- 4.1. Security Services are envisaged to be provided for a period of 2 years from date of signing of agreement. However, the agreement shall be signed for a period of 1 year and will be renewed every year unless otherwise terminated. The services shall commence in a period of 10 days mobilization period from the date of signing of agreement. Contract will start from 01st Jan 2024.
- 4.2. Mobilization of manpower shall be done within 10 days from the placement of contract.
- 4.3. Contractor shall meet the UCSL management with the copy of service contract for manpower mobilization for preparation of gate pass.





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5. VALIDITY

5.1. The offer shall be valid for a period of 2 Year and no escalation in rate shall be allowed by UCSL on whatsoever reason.

6. RATE

6.1. Rates are to be quoted in the Price Bid Format at Annexure V attached herewith. The quantity of services indicated in Price bid are indicative and is for arriving at the L1 bidder. The final quantity shall be indicated in the final agreement to be signed between the parties.

6.2. The rate quoted shall be inclusive of all activities detailed at para 4 of Terms and conditions and the annexures referred therein. No additional payment shall be made for compliance of Statutory requirements or whatsoever requirements arises as part of execution of the work scope awarded to the agency

7. PAYMENT TERMS

7.1. Payment shall be released on monthly basis within 30 days of receipt of invoice.

7.2. The payment shall be released monthly wise in the upcoming month on production of the following documents:

- Monthly Duty Roster - certified by the UCSL authorized representative.
- Documents and challans, evidencing payment of wages and submission of EPF, ESI, PT and other Statutory payments as per the instructions of UCSL.
- Submission of invoice / other relevant documents if any.

7.3. Statutory levies such as I.T, Contribution towards PF, ESI, PT etc., shall be deducted from the bill as applicable.

7.4. Payment will be made by RTGS/NEFT to the account of Agency. The name of the bank, branch, A/C No., IFSC code & other particulars shall be furnished by the Agency in the proforma of UCSL.

8. TAXES & DUTIES

8.1. GST shall be applicable extra on the prescribed work. You are requested to furnish the following details in the invoice/Bill.

- Applicable rate of GST/SAC Code
- Firms GST Reg. NO.
- Service accounting code (SAC) as prescribed by statutory authorities.
- GST Reg. No. of Udupi Cochin Shipyard Limited(29AAACT1281B1ZO).

9. SECURITY DEPOSIT / PERFORMANCE GURANTEEE

9.1. The successful tenderer shall remit 5% of the value of the contract as security deposit within 15 days of receipt of the work order. This amount may be remitted by way of demand draft or bank guarantee (in approved proforma of UCSL) from any of the nationalized banks, valid till the satisfactory completion of the entire work. The Security Deposit will be released on certification of satisfactory completion of the contract and no liability to UCSL by Officer-in charge. The Security Deposit retained will not bear any interest.





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10. LIQUIDATED DAMAGES

- 10.1. The progress of work will be monitored against the mutually agreed detailed schedule. Liquidated damages for delays in engagement of manpower as per the requirement, for any reason other than force majeure conditions, will be recovered at the rate of half percent of the value of the contract per week or part thereof, subject to a maximum of ten (10) percent of the value of the contract.
- 10.2. For better clarity, order values mentioned in LD clause are values excluding duties and taxes (Basic value). Liquidated damages, if any, shall be decided and settled only after the completion of the entire project but prior to the release of Final stage Payment.
- 10.3. If, for any reasons, supplier has a justification towards delay in supply / work execution and would intend to consider applicability/ non applicability of LD, the same shall be intimated to UCSL by way of a letter, failing which it will be deemed that delay is attributable to the supplier.
- 10.4. Delay in supply/Interruption of the work for reasons not attributable to supplier shall entitle extension of the order execution period for proportionate period without any additional cost to UCSL.

11. POWER OF ATTORNEY

- 11.1. The tenderer(s) shall have to sign in each page of the tender documents with official stamp as a token of his acceptance of the conditions stated therein.
- 11.2. The person signing the tender form on behalf of another or on behalf of a firm, shall enclose to the tender, a Power of Attorney or the said deed duly executed in his favour or the partnership deed giving him such power showing that, he has the authority to bind such other persons or the firm, as the case may be, in all matters pertaining to the contracts. If the Person so signing the tender, fails to enclose the said Power of Attorney, his tender shall be liable for being summarily rejected. The Power of Attorney shall be signed by all partners in the case of partnership concern, by the Proprietor in the case of a proprietary concern, and by the person who by his signature can bind the company in the case of a Limited Company.

12. TERMINATION & LIMITATION OF LIABILITY

- 12.1. This contract may be terminated upon the occurrence of any of the following events
- 12.2. By agreement in writing of the parties hereto;
- 12.3. By the non-defaulting party, upon default by the other party, of any clause of this contract, if not remedied within fifteen (15) days, or such longer time as may be agreed upon by the parties, after receipt of notice thereof in writing from the non-defaulting party;
- 12.4. By the other party, upon either party;
 - i. Making the assignment for the benefit of creditors, being adjudged a bankrupt or becoming insolvent; or
 - ii. Having a reasonable petition filed seeking its' dissolution or liquidation, not stayed or dismissed within sixty (60) days; or
 - iii. Ceasing to do business for any reason.
- 12.5. For fraud and corruption or other unacceptable practices.





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- 12.6. Upon expiry or termination of this Contract, neither party shall be discharged from any antecedent obligations or liabilities to the other party under this Contract unless otherwise agreed in writing.
- 12.7. UCSL may by notice in writing to Agency to terminate the order after issuing due notice i.e., 30 days' notice period. UCSL shall be entitled to compensation for loss limited to the order value.
- 12.8. Liability maximum that can be claimed by the Agency shall be limited to what is due to be and has been paid by UCSL for work done as per the payment milestones and limited to work order value.

13. ARBITRATION & JURISDICTION

- 13.1. Any disputes arising during the period of the contract shall, in the first instance be settled by mutual discussions and negotiations. The results of such resolution of dispute shall be incorporated as an amendment to the contract, failing which supplier shall approach the UCSL Grievance Redressal Committee as per relevant clause of the Contract.
- 13.2. If any dispute, disagreement or question arising out of or relating to or in consequence of the contract, or to its fulfillment, or the validity of enforcement thereof, cannot be settled mutually or the settlement of which is not herein specifically provided for, then the dispute shall within thirty days from the date either party informs the other in writing that such disputes, disagreement exists, be referred to arbitration. The arbitrators shall be appointed and the arbitration proceedings shall be conducted in accordance with and subject to the Arbitration and Conciliation Act, 1996 (No. 26 of 1996) as amended from time to time and the decision of the Arbitrators shall be final and binding on the parties hereto. The arbitration will be done by a Board comprising one arbitrator nominated by each party, and a mutually agreed Umpire. Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration shall be shared equally by the parties unless the award provides otherwise. Performance under this Contract shall however, continue during arbitration proceedings and no payment due or payable by the parties hereto shall be withheld unless any such payment is or forms a part of the subject matter of arbitration proceedings.
- 13.3. Seat & Venue of Arbitration: The seat & venue of arbitration shall be at Bangalore.
- 13.4. Language of Arbitration: The Language of arbitration shall be English.
- 13.5. Governing Law: The contract shall be governed by Indian Law
- 13.6. In case of disputes, the same will be subjected to the jurisdiction of courts at Bangalore, Karnataka.

14. SUB CONTRACTING AND ASSIGNMENT

- 14.1. Contractor shall not assign or transfer the Purchase Order/ Work Order or any share or interest therein in any manner or degree to any third party without the prior written consent of UCSL.
- 14.2. Contractor shall not contract with any subcontractor and/or vendor without the prior written consent of UCSL. Such consent shall not relieve the Contractor from any of his responsibilities and liabilities under the Purchase Order/ Work Order. In addition, Contractor shall ensure that the terms and conditions of any such contract shall comply with and correspond to the terms and conditions of the Purchase Order/ Work Order.





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15. SECRECY & RESTRICTION ON INFORMATION TO MEDIA

- 15.1. The information contained in the enquiry as such shall NOT be communicated to any third party without prior approval of UCSL.
- 15.2. Information in respect of contracts/orders shall NOT be released to the national or international media or anyone not directly involved in its execution without the written approval of UCSL.

16. CANCELLATION OF ORDER AND RISK CONTRACTING

- 16.1. In the event the Agency fails to complete the work promptly and satisfactorily as per the terms of the order, and if any work is delayed beyond thirty (30) days from the agreed schedule, UCSL, without prejudice, reserves the right to cancel the order and get the work done at Agency's cost and the expenditure so incurred including any damage or loss will be recovered from him and the Security Deposit furnished by him is liable to be forfeited either in whole or in part.
- 16.2. UCSL also reserves to right to impose penalties ranging from Rs. 100 to Rs.500 to the employees of agencies and will be deducted from the bills, for any habitual offence on the cleanliness of uniforms, lack of obedience, not attending the tasks etc., and will be to the discretion of the Officer in charge for the work.

17. FORCE MAJEURE

- 17.1. Should failure in performance of any part of this contract arise from war, insurrection, restraint imposed by Government act or legislation of other statutory authority, from explosion, riot, legal lock-out, flood, fire, act of God or any inevitable or unforeseen event beyond human control which will be construed as a reasonable ground for extension of time, UCSL may allow such additional time as is mutually agreed to be justified by the circumstances of the case.

18. IMS GUIDELINES

- 18.1. UCSL implemented an Integrated Management System (IMS) and the Quality Management System (QMS) within the yard. As part of IMS, subcontractors shall comply with the following measures related to the Quality, Health, and Safety & Environment (QHSE) policy of UCSL.

- a) Meeting or exceeding customer requirements.
- b) Assuring quality of the products and service.
- c) Preventing occupational ill health & injuries.
- d) Ensuring safe work sites.
- e) Conserving natural resources.
- f) Preventing / minimizing air, water & land pollution.
- g) Handling and disposal of Hazardous wastes safely.
- h) Complying with statutory & regulatory and other requirements.
- i) Developing skills and motivating employees.

- 18.2. Occupational Health, safety & Environmental requirements of UCSL shall also include the following.

- a) The contractor (or a sub-contractor performing work on behalf of the contractor) is deemed to comply with the Occupational health, safety and environmental policy of the company and also to all operational controls/standard operating procedures and shall





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undertake the work in total compliance with the requirements of the established Integrated Management System (IMS) of the company.

- b) The Contractor shall undertake the work in total compliance with all applicable legal/statutory requirements related to occupational health, safety and environment effective in the state of Karnataka.
- c) It is the sole responsibility of the contractor to assure that any sub-contractor/s who shall perform works in company lands/facilities/worksites on behalf of the contractor, is also following all requirements related to the Integrated Management System of the company and the health/safety/environmental Rules effective in the state.
- d) The contractor shall provide/implement and operate/practice all occupational health, safety and environmental management measures/facilities, for their period of contract, in their activities/at their work sites, which shall be required according to the IMS of the company or that required by the health/safety/environmental Rules established and effective in the state, at their own cost.
- e) If any contractor failed to comply with or violated any clauses/requirements of occupational health, safety and environmental Rules effective in the state, in their activities or at work sites and the same shall be exposed to the government or any competent authorities upon inspections, the contractor shall be solely responsible for all liabilities caused by his/her action and shall be responsible for paying the penalty and taking stipulated corrective actions insisted by the authorities within the specified time, at their own cost. Any liability to the company in this regard needs to be compensated by the contractor.
- f) Upon completion of the work, contractor shall clear the area and shall not leave any Occupational health/safety/environmental liabilities to the company, from their activities at the worksites.
- g) Any clarification related to IMS requirements of the yard, may be obtained by the contractor from the AGM (HSE) or the authorized representative of the contract, prior to the commencement of work.

19. SAFETY OF PERSONNEL AND FIRST AID

- 19.1. The contractor shall be entirely responsible for the safety of all the personnel employed by him on the work. In this regard, he may adopt all the required safety measures and strictly comply with the safety regulations in force. A copy of UCSL's "Safety Rules for Contractors (Revised)" is available with HSE department for reference.
- 19.2. The Agency may arrange to suitably insure all his workmen/ other personnel in this regard. UCSL will not be responsible for any injury or illness to the Agency's workmen/other personnel during execution of the works due to whatsoever reasons.
- 19.3. In this regard, the Contractor will have to fully indemnify UCSL against any claims made by his workmen/other personnel
- 19.4. The Agency shall provide and maintain so as to be readily accessible during all working hours, a first aid box with prescribed contents at every place where he employs contract labor for executing the works.





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20. LABOUR LAWS AND REGULATIONS

- 20.1. The Agency shall undertake and execute the work with contract Labor only after taking license from the appropriate authority under the Contract Labor (Regulation & Abolition) Act 1970.
- 20.2. The Agency shall observe and comply with the provisions of all labour and industrial laws and enactments and shall comply with and implement the provisions of the Factories Act, 1948, Employees Provident Funds & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, Payment of Gratuity Act, minimum Wages Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act and all other enactments as are applicable to him and his workmen employed by him. The Agency shall inform UCSL his license number from the Central Labour Commissioner.
- 20.3. All Persons, except those exempted under the respective Acts, shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as personnel in the Company. In Case 1, All such insured Persons should carry with them their ESI Identity Card for verification by the authorities. No Persons without a valid ESI Identity Card for verification by the authorities will be permitted to work in the company.
- 20.4. The Agency shall submit the Labour Reports/Returns as required by the Company from time to time in respect of their workmen in standard format to the concerned contracting officer so as to enable the same to reach Contract cell by the 5th of every month. Delayed submission of the same shall attract penal interest /damages at the rate as levied by the respective authorities under the relevant Acts.
- 20.5. The Agency shall maintain the records viz. Muster Roll, Acquittance Roll with full details, Account books etc., in original. These are required for inspection by the concerned authorities under each scheme.
- 20.6. If the Agency fails to pay any contributions, charges or other amounts payable under any of the aforementioned provisions of law, UCSL shall deduct or adjust amounts equivalent to such contribution, charges or amounts from amount payable to him by UCSL, including any deposit or amounts payable against bills and make payments on his account to the appropriate authority. He shall not be entitled to question or challenge such deductions, adjustments or payment made by UCSL.
- 20.7. Any other amount payable under any law or in respect of any person employed by the Agency, if not paid by him, shall be deducted or adjusted by UCSL out of any amount payable to the Agency including any Security Receipt and paid ever or withheld for payment by UCSL.
- 20.8. The Agency shall be fully responsible for the conduct and discipline of the workmen employed by him in the Company premises. If such workmen commit any misconduct or criminal act inside the Company, the Agency shall take appropriate action against such workmen. The Agency shall abide by the instructions/ guidelines issued by the Company for maintenance of discipline and good conduct among the workmen employed by him.





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- 20.9. All persons who are engaged for various works in UCSL either directly or through Agency/contractors, should produce the following documents prior to issuing their entry passes:

Passport/Aadhaar attested copy of passport with photo and address particulars.

OR

Police clearance certificate with photo and address particulars. (Police clearance certificate to the effect that the concerned person is staying in the area of jurisdiction of the certificate issuing Police Station and that the person is not involved in any criminal offences as per the records available therein.)

- 20.10. Application and Declaration for enrolling under Employees Provident Fund and ESI Scheme- 3 individual passport size photographs and two copies of family photographs of the members.

- 20.11. Agency shall familiarize themselves with the labour rules & regulations.

21. OVERWRITING & CORRECTIONS

- 21.1. Tenders shall be free from overwriting or erasures. Corrections and additions, if any, shall be duly attested and a separate list of such corrections shall be attached with the offer.

22. PROVISION FOR PENALTY

- 22.1. In case of any theft, pilferage, loss or damage to any equipment or accessories, the Company at its sole discretion, will be entitled to recover cost of such item as per market rates or estimated cost of loss/damage/pilferage from the bill of the contractor and the same will be binding on the Contractor.
- 22.2. The minimum strength of security personnel shall be 95% (provided that maximum shortfall allowed in shift duties) as per the scope of work will be maintained at all times. Any deviation or short fall in maintaining minimum strength shall invoke a penalty of Rs. 2000/- per person per day or as decided by UCSL-Security-officer-in charge.
- 22.3. If any Security member is not found available for the job assigned or found sleeping on duty or found guilty or negligent in performance of his duties, penalty for an amount of Rs.500/- for each such default/offence will be deducted from the bill of the Contractor.
- 22.4. Indiscipline cases as per clause of labour Law shall attract penalty of Rs. 1000/- per person or removed from the services as per decision of Security-in-charge.
- 22.5. Non-compliance of statutory requirements shall attract a penalty of Rs. 2500/- per instance and shall be deducted from the monthly bill.
- 22.6. Imposing of penalty in a particular month shall be informed to contractor by Manager-Admin. For all of the above points, one appeal against such decisions will be permissible and will be placed before Manager-Admin, whose decision shall be final and binding on the Contractor.
- 22.7. Penalty (if any) shall be applicable only to the contractor and should not affect the salaries of the workforce.

23. OTHER TERMS & CONDITIONS

- 23.1. Quality of services shall conform to the specification/ standards laid down by UCSL.
- 23.2. UCSL reserves the right to accept / reject any offer.





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Tender for Security Services (Without Arms)
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- 23.3. UCSL reserves the right to award the work to more than one contractor or to take over partially or fully the work depending upon the schedule requirements.
- 23.4. During the evaluation of tender, officer-in-charge may seek clarifications from the bidders. Clarification if any shall be given in writing/e-mail. Officer-in-charge's decision will be final and binding on the bidder.
- 23.5. Compliance of all statutory safety requirements and other safety rules stipulated by UCSL and other applicable statutory bodies shall be the responsibility of the Agency while working at UCSL premises. The Agency should ensure that their workmen and staff are adequately covered under Insurance.
- 23.6. Damages caused to the Shipyard properties/tools/accessories should be rectified by the Agency at his cost or proportional recoveries will be made from the Agency while passing their bills for payment.
- 23.7. The service provider shall have to engage men on round the clock basis and also on Sundays and holidays. Service has to be completed to the satisfaction of Udupi Cochin Shipyard Limited officer in-charge.
- 23.8. The service provider shall indemnify UCSL or its officers against any claims arising out of accidents or injuries to workmen or other persons or damage to other property which may arise during the execution of the contract or from breach of any Law or Regulation prior to delivery and acceptance of the items at UCSL.
- 23.9. The service provider shall also be governed by the General Conditions of Contract of UCSL, General Safety Rules and other relevant labour laws.
- 23.10. The upper age limit of all workers and supervisors employed by the Agency and those Agency who do or supervise the job themselves shall be as per the prevailing rules of UCSL and shall comply to the requirements of this tender.
- 23.11. Assistant General Manager, or his authorized representative will be the Officer-in-charge of these contracts.





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OTHER TERMS AND CONDITIONS

SECURITY SERVICES (without Arms)

- 1) The Security Guards/Supervisors provided shall be the employees of the Agency and all statutory liabilities will be paid by the Agency such as ESI, PF, PT, liabilities under Workmen's Compensation Act, etc. The list of security guards/Supervisors to be deployed shall be made available to the YARD and if any change is required on part of the YARD, fresh list of Guards/Supervisors shall be made available by the agency after every change.
- 2) The security Guards/supervisors engaged by the security Agency shall be the employee of the Agency. The YARD has no relationship with any of such personnel of the Agency. The security guards/supervisors rendering the services shall never be deemed to be the employees of the YARD in any manner whatsoever and shall not be entitled for employment, absorption in YARD, salary, wages, damages, compensation and anything arising from their deployment by the Security Agency.
- 3) The Agency shall not employ any person above the age of 56 years at the time of induction in all categories of guards. No guard should be allowed to perform the duty after attaining the age of 60 years in any circumstances and if so, positioned shall only be handling the reception / pass issue / general patrolling only. However, Manpower so engaged shall be well trained for providing security services and firefighting services before joining.
- 4) The Agency shall employ up to and not more than 30% of the total requirement from the localities of UCSL Units. Such employees shall be imparted training in security aspects and basic firefighting techniques for assisting the Security team in emergency situations.
- 5) The qualification for all Security Guards/Supervisors should be minimum matriculation and should be able to converse in Hindi and English. Knowledge on the local language will be added advantage.
- 6) The antecedents of Security Guards/Supervisors deployed shall be verified by the Agency from local police authority and an undertaking in this regard together with supporting documents obtained from police authorities will be submitted to the YARD.
- 7) The Agency will maintain a register on which day to day deployment of Guards/Supervisors will be entered. This will be available for inspection by the authorized official of the YARD. While raising the bill, the deployment particulars of the Guards/Supervisors engaged during each month, shift wise, should be shown. The Agency has to give an undertaking (on the format) regarding payment of wages and statutory liabilities as per rules and laws in force have been complied with.
- 8) The Security Guards/Supervisors shall not accept any gratitude or reward in any manner during the course of discharge of their duties or otherwise connected to the work scope.
- 9) In the event of any loss caused to the YARD, as a result of any lapses on the part of the Agency or any of its Guards/Supervisors/ Friskers, the estimated value of said loss will be compensated by the Agency as per the provisions of the conditions mentioned herein. The decision of the competent authority of the YARD in this regard will be final and binding on the agency. The Security Agency undertakes to not to raise any objection in this regard.





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- 10) The Agency shall perform all such Security services, acts, matters and things which the YARD may issue/advice from time to time.
- 11) The Agency shall be responsible to maintain all property and equipment of the YARD entrusted to them.
- 12) The Agency will deploy supervisors as per the requirement of the YARD.
- 13) The Security Agency shall replace any Guard/Supervisor in case of complaints or as decided by the YARD if the person is not performing the job satisfactorily or otherwise. The Agency shall have to arrange for a suitable replacement in all such cases.
- 14) The Agency shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each of such person deployed. Apart from the above norms, the guards deployed on duty should meet standard of physical fitness and should have undergone prescribed security training. The security guard should be trained in First Aid, Emergency Responses and functionality of other modern equipment's such as Lift operations, X-Ray baggage scanner & Access Control System etc.
- 15) The eight hours shift will be generally from 0600 hrs. to 14:00 hrs., 14:00 hrs. to 22:00 hrs. and 22:00 hrs. to 06:00 hrs. But the timings of the shift can be changed as per the convenience of the YARD. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed unless otherwise required for special occasion. The Security Guards will report for duty at least 15 minutes in advance for smooth take-over of charge.
- 16) The Agency shall bear all the expenses incurred on the following items i.e., Batons, Lathis, Umbrella, uniform, Agency ID card, whistle and other implements to Security Guards/Supervisors. The High-power torch and batteries shall be supplied by UCSL on returnable basis. The guards shall do the needful for recharging / maintenance of the torch and shall return in operational condition to UCSL prior to completion of the contract. UCSL will have right to deduct the amount of any of the impediments are supplied by the yard, and the cost of torch shall also be deducted if the agency fails to return the torch to the yard.
- 17) The stationery for writing duty charts and registers at security check points and for keeping records as per requirement shall be provided by the YARD.
- 18) If for special purpose, UCSL request agency to appoint Armed guard, The Agency's employee who is an armed guard (in case opted by the YARD) shall have a fire arm, provided by the agency. The Agency will ensure that the gun license of the Agency employee remains valid as per state laws. The name of the Armed Guard provided by the Agency should have been entered as a retainer in the Gun license. The custody of the arms/gun shall be the sole responsibility of the Agency or the Agency employees and the YARD shall not be liable for the safe custody of the arms/gun. In case if the Agency does not hold the Gun Licenses at present in its own name, then it should immediately arrange for such licenses and subsequent procurement of guns. The Agency will have to produce copy/copies of the Gun license duly entered with the name of the retainers within one year from the date of the finalization of empanelment or deployment of armed guard (on such demand of YARD) whichever is earlier, failing which, the name of the Agency shall be cancelled from the list of the empaneled agencies.
- 19) The Agency shall ensure that its Guards/Supervisors will not disclose any information of the YARD/units / Projects undertaken by the YARD. This clause does not apply to the information, which becomes public knowledge.





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- 20) Security Guards/Supervisors engaged by the Agency shall not take part in any staff union /association activities of the YARD or shall not extend its affiliation / support to any of the local unions / associations / groups in case of any agitation / protest, if any. In case of any such agitations / unrest / protest, any security guard / supervisor engaged at the YARD, the Agency shall do the needful to ensure the integrity of Agency towards support to the YARD.
- 21) Selected Agency shall be responsible for payment of wages and dues to their security guards/supervisors by the 7th of every month and selected agency would be liable for any liability arising out of violation of any law, local, state or central.
- 22) **FINE AND PENALTY:**
 - 22.1. In case of absenteeism/ delay in reporting for duty Guards/ Supervisors(s), a suitable replacement is to be provided.
 - 22.2. If there is no replacement done by the agency, the YARD shall have all the rights to replace the personnel directly, and in such cases a penalty equal to double the wages of absentees on that particular day shall be levied by the YARD and the same shall be recovered from Agency.
 - 22.3. In case of a complaint against Guards/Supervisors, the Agency will be informed of the complaint and the Agency has to accept the decision of the YARD and shall replace the concerned Guards/Supervisors within 48 hours.
 - 22.4. The Guards/Supervisors engaged by the Agency shall be dressed in neat and clean uniform, including proper shoes, cap & name badges), failing which a penalty of Rs.50/- (Rupees Fifty Only) will be levied on each occasion and habitual offenders in this regard shall be changed by the Agency. The penalty on this account shall be recovered from the Agency from upcoming payable amount. No objection in this regard will be encouraged by the YARD.
 - 22.5. If any of the employees of the Agency is found in unshaven/soiled or without uniform/not wearing shoes/unkempt hair etc. a penalty of Rs.50/- for each such incident shall be levied and the same shall be recovered from the Agency. Further, the concerned Guards/Supervisors are to be changed on recurrence of the same.
 - 22.6. If any of the Agency's Guards/Supervisors are found to be indulging in any corrupt practices causing any loss of revenue/image of the YARD, the YARD shall be entitled to terminate the contract forthwith duly forfeiting the Agency's Performance Guarantee/Earnest Money Deposit.
 - 22.7. If any claim is filed in the office of Labour Authorities due to nonpayment of wages of any employee deployed by the Agency, the YARD may make such payment on behalf of Agency to the said Labour Authorities and any sum so paid shall be recovered by the YARD from the Agency.
 - 22.8. If any money, as a result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, is directed to be paid by the YARD, such money shall be deemed to be payable by the Agency to the YARD within seven days. The YARD shall be entitled to recover the amount from the Agency and recover from money due to the Agency or from the Performance Guarantee Money.
 - 22.9. In case the Agency fails to commence/execute the work as stipulated herein, then the YARD reserves it's right to impose a penalty as deemed to fit. Further, unsatisfactory performance or not meeting the statutory requirements of the contract, would also invite penalty/ Disciplinary action.





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23. **OBLIGATIONS OF THE AGENCY:**

- 23.1. The Agency should ensure strict and meticulous compliance of Contract Labour (Regulation and Abolition) Act, 1970 and The Contract Labour (Regulation and Abolition) Central Rules, 1971, and maintain all records and documents as given therein.
- 23.2. The Agency shall ensure compliance with tax laws in India with regard to this contract and shall be solely responsible for the same. The Agency shall keep the YARD fully indemnified against liability of tax, interest, penalty etc. of the Agency.
- 23.3. The Agency should be registered with the concerned authorities of Labour Department under Contract Labor (R&A) Act 1970 if applicable.
- 23.4. The Agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Minimum Wages (Central sphere) Act, Contract Labour (Regulation and Abolition) Act, EPF, ESI, PT and various other Acts as applicable for their employees from time to time.
- 23.5. The Agency shall indemnify and hold the YARD harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the Agency.
- 23.6. The Agency and its staff, shall take proper and reasonable precautions to protect the YARD from loss, destruction, waste or misuse of areas of their responsibility given to them by the YARD and shall not subcontract to any one any of the effects of the YARD under its control.
- 23.7. The Agency shall be liable to provide the copies of relevant records during the period of contract and even after the contract is over, whenever required by the YARD.
- 23.8. The Agency should have their own well-established infrastructure for training of guards. Details of faculty, recruits trained, area of premises, syllabus and duration of training should be enclosed along with the bid.
- 23.9. The Agency shall have its own Establishment/Setup/Mechanism, etc. at its own cost to ensure correct and satisfactory performance of the liabilities and responsibilities under the contract.
- 23.10. All liabilities arising out of accident or death of their employees, while on duty shall be borne by the Agency.
- 23.11. The PSA shall comply with the provisions of "Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013" In case of any complaint of Sexual harassment against its employee within the premises of the YARD, the complaint will be filed before the Internal Complaints Committee constituted by the PSA and the PSA shall ensure appropriate action under the said act in respect to the complaint.
- 23.12. Police Verification of Character and Antecedents of all the employees of the Agency engaged at the YARD's Premises, will have to be obtained by the Agency and submitted to the YARD. A certificate in this regard shall be submitted by the agency while deploying a new guard.
- 23.13. An Identity Card, duly approved by the YARD, should be issued by the Agency to each personnel engaged at the YARD's Premises.





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- 23.14. The personnel deputed at the yard are to the best possible to be consistent and the rotation is to be minimized unless otherwise instructed or removed from the agency or from the duties at the yard.
- 23.15. The Agency shall not, knowingly or unknowingly, engage any person with criminal record/conviction or any person who participates in a pre-trial diversion program, and any such person shall be barred from participating directly or indirectly in providing the services under this Work order. Police verification of all the personnel engaged by the Agency should be arranged and confirmed to the YARD in writing. If it is later found that the Agency had employed any person with criminal record or prior conviction, the YARDs shall have the option to terminate the contract, including claiming damages for losses suffered, if any.
- 23.16. The Agency shall not engage in any conduct or practice which violates any applicable local, state or union law, statute, order or regulation, which is in force or that may come in force during the tenure of this Work order.

24. INSPECTION AND RIGHT TO AUDIT:

- 24.1. The Agency shall keep complete and accurate records of all the operations and expenses in connection with the services provided to the YARD. All such records shall be kept on file by the Agency for a period of seven (7) years from the date the record is made.
- 24.2. The Agency shall, upon reasonable notice, and by mutual consent, allow the YARD, its management, its auditors and/or its regulators, the opportunity of inspecting, examining and auditing the Agency's operations and business records which are directly relevant to the services offered to YARD

25. CONFIDENTIALITY AND SECRECY:

- 25.1. The Agency acknowledges and agrees that all tangible and intangible information obtained, developed or disclosed including all documents, data, papers, statements, any business / customer information, trade secrets and process of the YARD relating to its business practices in connection with the performance of services at the YARD, is deemed by the YARD and shall be considered to be confidential and proprietary information ("Confidential Information"), and shall not in any way disclose to anyone and the same shall be treated as the intellectual property of the YARD. The Agency shall ensure that the same is not used or permitted to be used in any manner incompatible inconsistent with that authorized procedure/ practice by the YARD. The Confidential Information will be safeguarded and the Agency will take all necessary action to protect it against misuse, loss, destruction, alteration or deletion thereof. Any violation of the same will be liable for action under the law.

26. INSURANCE:

- 26.1. The Agency shall maintain at its sole expense, throughout the tenure of this arrangement and the extensions thereto, Insurance coverage, including but not restricted to, Comprehensive General Liability Insurance covering bodily harm, injury, death of all individuals employed / assigned by the Agency to perform the services required under this Work order. Fidelity Insurance protecting against employee's dishonesty, theft, robbery, forgery, altered documents, and / or other dishonest acts on the part of Agency's employees or representatives are to be arranged as applicable. Workmen compensation Insurance of all individuals employed / assigned by the Agency to perform the services required under this arrangement and / or such other insurance for loss or damage to property howsoever caused. Professional Liability Insurance covering losses resulting from operating errors, omissions, negligence and misrepresentations, and breach of contract related to Agency obligations.





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26.2. The YARD shall have no liability whatsoever for any loss or injury to any individual assigned to perform the services at YARD, while in the YARD premises or anywhere else, including any liability that may arise as a result of malfunction of any equipment or otherwise.





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SCOPE OF SERVICES

SECURITY SERVICES (without Arms)

The Agency's guards/ friskers shall ensure protection of the personnel & property of the YARD, prevent trespass in the assigned area with/ without arms, perform watch & ward functions including night patrol on the various points and to prevent the unauthorized persons, vehicle, m etc. into the campus of the YARD building.

The detailed duties and responsibilities of ex-servicemen security guards/ friskers/ supervisors are enumerated as under:

- 1) The Security Supervisor will be responsible for overall security arrangement of the site of the YARD facilities covered in the contract.
- 2) Security Supervisor will ensure that all the instructions of the YARD are strictly followed and there is no lapse of any kind.
- 3) Wear the prescribed uniform with cap smartly and carry necessary equipment viz. Baton, whistle, torchlight, battery and shall always wear the identity card and name badge while on duty.
- 4) The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- 5) Be fully conversant with the instructions about his duties and responsibilities, layout of the building, telephone numbers of Security Officer, Fire Brigade and the Police to enable him to inform these officials in case of an eventuality. Be vigilant and alert on duty and will not be under the influence of drugs/liquor or any other intoxicant. He shall not leave his post until relieved.
- 6) Be polite and courteous yet firm in his dealings with the visitors, service engineers, subcontractors, workmen, employees and other stakeholders who visit the yard. He shall exercise restraint and avoid being provoked. The Security Supervisor/Guards/ Friskers shall give due respect to all and display maturity and decency in behavior.
- 7) Ensure proper access control as per instructions on the subject to prevent unauthorized entry. No outsiders be allowed to enter in the YARD's building /property, without written permission/ pass.
- 8) Keep a close watch inside and outside the premises and in case of any anticipated/existing risk, suspicion, he shall immediately take appropriate action as warranted and also report the matter to his superiors/Security Department of the YARD.
- 9) Ensure that before/after office hours, all entries are closed. After office hours, he will allow entry only to the authorized persons after proper identification and as per the instructions of Security Incharge of the yard.
- 10) No items are allowed to be taken out from the YARD's premises/property without proper Gate Pass issued by the competent authority as laid down in the contract or authorized by the YARD for in-out movement of such items. The specimen signatures and telephone numbers of the above-mentioned competent authority will be available with the Security Guards/Supervisors/ Friskers.





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- 11) Deployment of Security Guards/Supervisors/ Friskers will be as per the instructions of the authorities of the YARD and the same will be reviewed by the concerned authorities from time to time. The guards deployed should not be replaced on frequent basis, however they should serve for at least 03 months period at one site.
- 12) Be thoroughly conversant with the security standing orders, firefighting orders and other orders issued from time to time on matters covering security need of the YARD.
- 13) Be thoroughly conversant with all available communication systems and be able to raise a general alert and inform the security supervisor in case of any eventuality.
- 14) The Security Supervisors/Guards will carry out patrolling of all the important and sensitive points of the premises as specified by the YARD. Guards/Supervisors shall perform the following duties during patrolling:
 - a) Inspect the premises thoroughly for any breach or unauthorized personnel.
 - b) Prevent misuse of premises by any squatter, hawker or any unauthorized persons.
 - c) Prevent misuse of premises for unsocial activities by public or YARD staff.
 - d) Check the points and stretches not visible from the duty guard's post.
 - e) Assist the point-duty guards.
 - f) Deal with untoward incidents.
 - g) Random Inspection of personnel working at yard for authorization.
 - h) Keep a close watch on YARD buildings/facilities and infrastructure.
 - i) Collect security information and convey the same to superior officers.
 - j) The Guards on patrolling duty should be vigilant on unattended water taps, valves, water hydrants, gas lines, electric connections etc., and report to authorized personnel.
- 15) The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises of the YARD.
- 16) The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishers and other fire-fighting materials/equipment available on the spot/nearby places.
- 17) In emergent situations, Security Guards/Supervisors shall participate as per their role defined in the disaster recovery plan, if any, of the YARD. Guards/Supervisors should be sensitized for their role in such situations.
- 18) Daily check of watch and ward at offices will be carried out by the Company at their own cost, about the duty being performed by their personnel. The deputed site supervisors will endorse their comments in the Daily report register of the concerned site.





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19. The security services to be provided in the following address.

<p><u>MALPE</u> Malpe Harbour Complex, Malpe-576108, Udupi (Dist./Tal), Karnataka, India.</p>
<p><u>BABUTHOTA</u> Babuthota Ware House Complex, Babuthota Malpe-576108, Udupi (Dist./Tal), Karnataka, India.</p>
<p><u>HANGARAKATTA</u> Balkudru Village, Hangarkatte (PO), Bramhavar (Tal), Udupi (Dist.)-576218, Karnataka, India.</p>
<p><u>CHANGALPATTU</u> S.No.377, Pazhamathur Village, Pukathurai Post, Madurantakam Taluk, Kancheepuram-603116, Tamil Nadu, India.</p>





Udupi Cochin Shipyard Limited
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<u>ESTIMATED NUMBER OF "DUTIES" PER YEAR</u>					
Category	Supervisor (Ex-Serviceman)	Guard (Ex-Serviceman)	Guard (Other)	Guard (Women)	Total
<u>Working Days</u>					
Udupi 3 Units (Total for 3 shifts a day)	5	15	21	2	43
Chengalpattu 1 Unit (Total for 3 shifts a day)	0	3	3	0	6
Total (Category Wise / day for 3 shifts)	5	18	24	2	49
Total duties per month (3 shifts per day x 30 working days)	150	540	720	60	1470
Total duties per year	1825	6570	8760	730	17885
Special Occasion duties		75	75		150
Grad Total	1825	6645	8835	730	18035



POWER OF ATTORNEY

(On Applicant's letter head)

(Date and Reference)

To
The Assistant General Manager (Materials & Contract Cell)
Udupi Cochin Shipyard Limited
Fishing Harbour complex, Malpe,
Udupi - 576 108.

Subject: Power of Attorney

Mr. / Mrs. / Ms..... (Name of the Person(s)), domiciled
at(Address),
acting as..... (Designation and name of the company), and whose
signature is attested below, is hereby appointed as the Authorized Representative and authorized on
behalf of (Name of the
company) to provide information and respond to enquiries etc. as may be required by the Employer for
the project of (Project title) and is
hereby further authorized to sign and file relevant documents in respect of the above.

(Attested signature of Mr.)

For.....
(Name & designation)

(Company Seal)





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Tender for Security Services (Without Arms)
UCSL/CC/T/GEN/212 Dt 15th Nov 2023

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SECURITY SERVICES (WITHOUT ARMS)

Sl. No.	Description	Rate per man day per duty of 8 hours (INR)	QTY	Total Amount (INR)
	For Year1:			
I	For facilities at Udupi, Karnataka			
a)	Supervisor (Ex-serviceman)		5	
b)	Guard (Ex-Serviceman)		15	
c)	Guard (Others)		21	
d)	Guard (Woman)		2	
II	For Facilities at Chengalpattu, Chennai			
a)	Guard (Ex-Serviceman)		0	
b)	Guard (Others)		3	
c)	Guard (Others)		3	
d)	Guard (Woman)		0	
III	Total			
IV	GST @.....%			
V	Grand Total			
	Grand Total in words:			
VI	Escalation applicable for year 2 on the rate furnished at I&II above		%
	<p>*Note:</p> <p>i) The rates quoted should be all inclusive and shall include the service charges and other incidental expenditures, if applicable.</p> <p>ii) The monthly payments shall be calculated based actual duties as per the rates quoted above.</p> <p>iii) Only GST as applicable, will be considered extra.</p> <p>iv) Quotes with Conditional rates / additional charges / Conditional discounts will be disqualified</p> <p>v) No overtime charges shall be applicable</p> <p>vi) The above are only estimates, Actual requirement shall be projected 10 days in advance in each month and payment shall be made on the actual duties as per the above rates.</p>			

Signature:

Address of the contractor:

Seal:





Udupi Cochin Shipyard Limited
Tender for Security Services (Without Arms)

UCSL/CC/T/GEN/212 Dt 15th Nov 2023

Tender No.: UCSL/CC/T/GEN/212

Date: 15th NOV 2023

UNDERTAKING BY CONTRACTOR

NAME OF SERVICE: - TENDER FOR SECURITY SERVICE (WITHOUT ARMS)

1. "I / WE COMPLY WITH ALL CONDITIONS OF TENDER BY UCSL AND CONFIRM THAT RATES QUOTED IN THE PRICE BID ARE INCLUSIVE OF ALL TAXES AND DUTIES INCLUDING SERVICE TAX IF APPLICABLE. I / WE ALSO CONFIRM THAT PART - 2 (PRICE BID) DO NOT CONTAIN ANY CONDITIONS".
2. "I / WE HAVE NOT MADE ANY PAYMENT OR ILLEGAL GRATIFICATION TO ANY PERSON/AUTHORITY CONNECTED WITH THE BID PROCESS SO AS TO INFLUENCE THE BID PROCESS AND HAVE NOT COMMITTED ANY OFFENCE UNDER THE PC ACT IN CONNECTION WITH THE BID."

Signature:

Seal:

Name & address of the contractor:





Udupi Cochin Shipyard Limited
Tender for Two-year rate Contract for Fire water cum Safety Assistants
UCSL/CC/T/GEN/212 Dt 15th Nov 2023

ANNEXURE-VI

TECHNO COMMERCIAL CHECK LIST (To be submitted by the bidder)

(Bidders may confirm acceptance of the Tender Conditions/deviations if any to be specified)

SL No.	Tender Enquiry Requirements	Confirmation from bidder (Strike off whichever is not applicable)	Specific comments /Remarks
1	Terms & Condition, Scope of work & Indicative Quantum of Work. (Annexure-I)	Agreed as per tender /Do not agree	
2	Period of Contract as per clause no. 4	Agreed as per tender/Do not agree	
3	Mobilization period as per clause no 4.1	Agreed as per tender/Do not agree	
4	Unconditional Acceptance	Agreed as per tender/Do not agree	
5	Undertaking by the contractor	Agreed as per tender/Do not agree	
6	Offer Validity	06 Months - Agreed as per tender/Do not agree	
7	Taxes & Duties	Specified/included in Price	
8	Payment terms - confirm		
a	As per Clause 07 of Annexure - I	Agreed as per tender/Do not agree	
9	Price shall remain firm and fixed and No Escalation in prices after awarding of contract	Agreed as per tender/Do not agree	
10	Security Deposit	Agreed as per tender/Do not agree	
11	Force Majeure	Agreed as per tender/Do not agree	
12	Liquidated damages and cancellation of contract	Agreed as per tender/Do not agree	
13	Arbitration & Jurisdiction clauses	Agreed as per tender/Do not agree	
14	Confirm all other terms and conditions of our enquiry are acceptable.	Confirmed/Not confirmed	
15	Deviations from Tender conditions	No Deviations	

Signature:

Address of the Contractor:

Seal:



UNCONDITIONAL ACCEPTANCE LETTER

(Unconditional acceptance to be given by in letter head)

ACCEPTANCE OF TENDER CONDITIONS

1. Tender Document no. UCSL/CC/T/GEN/212 dated: 15th November 2023 Tender for Security Service (Without Arms) at UCSL, has been received by me/us and I/We hereby unconditionally accept the tender conditions of tender documents in its entirety for the above work.
2. It is further noted that it is not permissible to put any remarks/conditions in the tender enclosed in "Part-2 (price bid)". I/We agree that the tender shall be rejected and ACCEPTING AUTHORITY.

Yours faithfully,

(Signature of the tenderer) with rubber stamp

Date:

